



Procedure

Procedure Name	<i>Maternity and Parental Leave – All Employees</i>		
Procedure #	HR 1.11	Parent Policy	HR 1.0 Employment Relationship
Policy Owner	AVP, Human Resources	Effective Date	December 16, 2022
Procedure Owner	Director, Employee & Labour Relations	Next Review Date	December 16, 2027
Approved by	Director, Employee & Labour Relations	Approval Date	December 16, 2022

1.0 Purpose/ Background

Maternity and Parental leave entitles employees of NAIT to take time away from work with the security of knowing they can return to their position at the end of the leave period. NAIT supports employees looking to start or grow their family and offers enhancements with a SUB/SEB plan designed to help with the financial strain employees can experience during this time.

2.0 Definitions

Term	Definition
AUPE	Alberta Union of Provincial Employees
EI	Employment Insurance Benefits
Excluded Employee	Non-Management employee who is not covered under a Collective Agreement and is paid on the MAE pay grid at level 19 and under
FTE	Full Time Equivalency
LTD	Long Term Disability
Management Employee	Employee whose position has been classified as Management based on job function, who is not covered by a Collective Agreement and is paid on the MAE pay grid at level 20 and over
Maternity Leave	Time off taken by an employee who is expecting or recently given birth to a child
NASA	NAIT Academic Staff Association
Parental Leave	Time off taken by birth or adoptive parents to care for their child
SUB/SEB Plan	Supplemental Unemployment/Employment Benefit Plan

3.0 Procedure

3.1 General

3.1.1 NAIT's policies and procedures regarding employee leaves will be in alignment with applicable provisions of the AUPE and/or NASA Collective Agreements and any applicable provincial or federal legislation.

3.1.2 Requests for leave or extensions of leave are subject to established approval processes.

- 3.1.3** There are pension implications for leaves without pay and these implications and considerations are outlined in the NAIT Pension Plan Procedure 1.4.
- 3.2 Eligibility and Duration**
- 3.2.1** After 90 days of continuous employment with NAIT, employees are entitled to Maternity and/or Parental Leave. These are unpaid job protected leaves.
- 3.2.2** Eligible employees may take up to 16 weeks of maternity leave and up to 62 weeks for parental leave. The employee will be required to provide documentation of the birth or adoption of the child.
- 3.2.3** An employee whose pregnancy ends in other than a live birth and is within 16 weeks of their due date will be entitled to maternity leave. The leave will end 16 weeks after it begins.
- 3.2.4** If both parents are employees of NAIT, both may access parental leave, however the combination of leaves cannot exceed 62 weeks. Employees who intend to share the leave must advise their Human Resource Operations Advisor (HRA) of their intention to do so.
- 3.2.5** Leave for eligible temporary and casual employees shall not extend past their appointment end date.
- 3.2.6** An employee on Maternity and/or Parental leave will not be eligible for any other type or leave.
- 3.3 Notice and Medical Requirements**
- 3.3.1** Employees must provide 6 weeks' notice (8 weeks for NASA employees) of their intention to start maternity leave. The employee may start maternity leave up to 13 weeks prior to the expected delivery date. An absence form or online absence request must be completed before the leave indicating the expected duration of the leave.
- 3.3.2** An employee who is eligible for maternity leave will take a minimum of 6 weeks of leave following the actual date of delivery unless a medical certificate is provided indicating that resumption of duties will not endanger their health.
- 3.3.3** An employee who is deemed by their doctor to be medically unfit prior to their expected delivery date will be placed on General Illness until the actual delivery date. Maternity Leave will commence the day of the actual delivery.
- 3.4 Supplemental Unemployment/Employment Benefits (SUB/SEB) – Maternity Top-up**
- 3.4.1** Employees going on Maternity leave who are eligible for EI are also eligible for the Supplemental Unemployment/Employment Benefits (SUB/SEB) plan which is a top-up to EI payments. Employees must forward verification of their waiting period and payment amounts from EI to NAIT Human Resources before top up payments will be processed.
- 3.4.2** The SUB/SEB plan covers the employee during the portion of maternity leave that is considered a medically certified health related absence. This is normally up to 4 weeks prior to the expected delivery date and 6 weeks after the actual delivery. There is no requirement to provide medical documentation for this time. A delivery occurring later than the expected delivery date will be included in SUB even if greater than 4 weeks and will also not require medical documentation.

- 3.4.3** If medical documentation is not received to extend the SUB/SEB plan further than 6 weeks post-delivery, the employee will be placed on an unpaid maternity leave for the remaining weeks.
- 3.4.4** The SUB/SEB plan benefits will be paid after confirmation per 3.4.1 is received and the employee has provided their HRA (normally within 2 weeks of delivery) with the actual date of delivery.
- 3.4.5** The maximum SUB/SEB an employee can receive is for 16 weeks. SUB/SEB payments will be based on EI earnings and the employee's General Illness entitlements to a maximum of 95% of their regular earnings. An employee will receive their payment from EI and the SUB/SEB top-up amount from NAIT.

3.5 Benefits

- 3.5.1** During a Maternity or Parental unpaid leave, an employee will be given the option of continuing or waiving their benefits (i.e. health, dental, life etc.) after the SUB/SEB period ends. If the employee chooses to continue their benefits they will be responsible for the employee and employer portion of premiums. Payroll will provide the employee with an invoice of benefit and deduction pre-payment amounts. Employees cannot continue LTD coverage during their unpaid leave.
- 3.5.2** Pension while on Maternity and Parental leave will be administered as outlined in the NAIT Pension Procedure 1.4.

3.6 Return to Work

- 3.6.1** An employee on Maternity and/or Parental leave shall be returned to their prior position or a comparable position on their return to work.
- 3.6.2** The HRA will send out a Return-to-Work Confirmation Letter to the employee 8 weeks prior to the employee's expected return to work date. The employee must respond and confirm in writing their return-to-work date with their HRA at least 4 weeks prior to their return to NAIT.

4 Exceptions to the Procedure

Exceptions to this procedure must be documented and formally approved by the Procedure Lead.

Procedure exceptions must include:

- the nature of the exception;
- a reasonable explanation for why the procedure exception is required;
- confirmation that the exception aligns with the general principles; and
- any risks created by the procedure exception and how they will be managed.

5 Related Documentation

[Checklist HR-OPS-H100 – Maternity Leave Checklist](#)

Document History

<i>Date</i>	<i>Action/ Change</i>
October 24, 2022	Updated to new NAIT procedure format; review date updated